



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/3/2017	Interviewer: Sue Guenter-Schlesinger (SGS) Mohammed Cato (MC)	RFA #17 – 02
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED] or [REDACTED]		
Supervisor - [REDACTED] or [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU faculty in [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED], Associate Professor in [REDACTED] or cell [REDACTED]		
Concerns related to faculty search committee meeting/search process.		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> National Origin	<input checked="" type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/3/17	[REDACTED] left voicemail for EOO, please call.	
2/4/17	[REDACTED] left voicemail for EOO.	She will be sending an email to Sue. She would like to speak with someone regarding a department search committee meeting yesterday, at which things were said that she felt were unfair, and where concerns were raised regarding the search/interview process.
2/4/2017	SGS t/c with [REDACTED]	
2/8/2017	SGS and Mohammed Cato (MC) meeting with [REDACTED] and Chuck Lambert	See notes in file.

2/9/2017	SGS, MC meeting with [REDACTED]	See notes in file.
2/16/2017	SGS, MC meeting with [REDACTED] and [REDACTED]	See notes in file.
2/21/2017	SGS, MC meeting with [REDACTED] and Chuck Lambert	
3/3/17	MC phone call with [REDACTED]	
3/13/17	MC meeting with [REDACTED]	
3/15- 3/16	MC leaves two voicemails on [REDACTED] cell phone and a voicemail on her office phone as well as sending an email and making multiple phone attempts	MC wants clarification from [REDACTED] about the nature of her concerns and whether she is alleging that the search has been compromised because of racial discriminatory behavior. [REDACTED] doesn't respond.
3/20/17 - 3/24/17 (Spring Break)	[REDACTED] has been on vacation in Hawaii since last week and is away from work communications	
3/31/17	[REDACTED] sends MC an email	[REDACTED] explains that she has been away from the office and that she is available to talk to MC next Monday (4-3-17) by phone in between classes
4/3/17	MC and [REDACTED] email back and forth to figure out a time to talk	
4/3/17	MC and [REDACTED] talk via phone	[REDACTED] indicates that she plans on submitting a Bias Incident Report about concerns she has about the [REDACTED] Department, including talk of race during discussions of candidates [REDACTED] says that she'll submit a bias report by the next morning. [REDACTED] indicates that she doesn't think the search has been compromised at this point but that people made inappropriate comments about race.
4/4/17	MC and SGS meet with [REDACTED]	
4/14/17	Dean Brent Mallinckrodt closes the search	
4/20/17	[REDACTED] submits Bias Incident Report to EOO	
5/15/17	EOO conducts an	See Complaint [REDACTED]

	investigation into whether race and gender were used to improperly evaluate search candidates	
--	---	--